



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2011-17

June 21, 2011

Open To: All Interested Candidates/All Sources
Position: Building Automated Systems Engineering Technician (BASET), FSN-10
Opening Date: Immediate
Closing Date: July 5, 2011
Work Hours: Full Time Schedule-40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Building Automated Systems Engineering Technician for the Facility Management Section.

All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION

The Building Automated Systems Engineering Technician (BASET) will report directly to the Building Engineer and be responsible for the operation and maintenance, which may include a Reliability Centered Maintenance program (RCM), of computer and microprocessor-controlled systems located throughout the U.S. Embassy Compound. The BASET will perform maintenance and troubleshooting actions on computer/microprocessor controls for the following systems: air conditioning and ventilation equipment, variable frequency controls equipment, generators, switchboard equipment, fuel distribution, fuel dispensing, potable water treatment, domestic water pumping, water distribution, waste water treatment, fire suppression, fire alarms, site perimeter gates and actuators, elevators, automatic queuing systems, kitchen equipment, associated digital and analog sensor's, fiber optics, signal cabling and digital transmission associated with automated building systems. The BASET may also be called on to support maintenance of electronically controlled locking and surveillance systems. Specialized knowledge of general mechanical and electrical systems is required.

MAJOR DUTIES AND RESPONSIBILITIES

Employed as a Building Automated Systems Engineering Technician (BASET) to carry out skilled analysis and diagnostic maintenance work throughout the New Embassy Compound (NEC) buildings and grounds. Work assignments will be directed by the Facility Manager.

Operational Support:

(40% OF TIME)

1. The BASET sets up and/or validates setup for all microprocessor controlled equipment and maintains a log of system set-points in a format specified by the Facility Manager and system design protocols. In addition to set-points, the BASET maintains a log of sensors and calibration requirements. The

BASET will provide periodic reviews/updates of system setups and control set-points. Systems supported range in scale and complexity from advanced building systems automation to remote controls for split system air conditioners. Responds to 24-hour emergency calls to respond to assigned work area during off-duty hours.

2. Performs preventive maintenance on the HVAC Control System and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).
3. The BASET shall work closely with the Electrical and Mechanical Controls Technicians to diagnose general electrical and mechanical systems to ensure all equipment effectively functioning and maintained.

Maintenance Support:

(50% OF TIME)

1. Equipment, Sensor, and Cabling Systems Maintenance: The BASET is responsible for all aspects of maintenance required including equipment, sensor, and cabling systems maintenance by the design and maintenance standards as it relates to troubleshooting the BAS and connected components.
2. Normal computer maintenance (windows system maintenance, disk cleanup, backup, installation of software upgrades, virus/spyware protection, computer cleaning, etc.). Shall coordinate system maintenance with post's Information Management Officer (IMO) and DOS established standards.
3. Maintenance of microprocessors (upload, replacement of hardware, reprogramming, battery replacements, running program diagnostics, communication with manufacturer representatives, troubleshooting faults, testing, replacement, and cleaning).
4. Uninterruptible Power Supply Maintenance to include, routine test, verification of communications between the UPS and the computer, battery maintenance.
5. Intelligent programmable sensor troubleshooting and maintenance work includes performance evaluation, troubleshooting, cleaning, periodic testing and recalibration, and replacement. Sensors include: water/air flow temperature, flow, and pressure; thermostats, digital and analog valve and damper controllers, heat and smoke detection; fuel level, flow, and leakage; traffic controls; water chemistry (pH and Chlorine content); carbon dioxide and monoxide; equipment run status.
6. Remote controls and status annunciations (troubleshooting, reprogramming, repair, replacement for remote control LAN status annunciation of generators, fire alarm systems, chillers and ventilation systems, fuel distribution, systems, gates and perimeter controls).
7. Signal and fiber optics cable (troubleshooting and correcting faults with underground and building signal cables including fiber, coax, and analog).
8. Assists in analyzing HVAC and Electrical Control Systems, obtaining and documenting critical performance data to be reported to the Facility Manager (FM) detailing operational proficiency. Data consists of power consumption, evaluations and historical data reviews, and systems performance requirements. Reviews reports and logs generated by the HVAC Controls to analyze the systems performance.
9. Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and

quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.

Logistics Support:

(10% OF TIME)

1. The BASET maintains all tools, specialty diagnostic devices and equipment required for effective maintenance of computers, microprocessors, sensors and cabling systems. Incumbent is also responsible for identification and stock control for spare parts and materials required for routine maintenance, repair, identification and control of parts deemed critical to operational control.
2. Deals with vendors and manufacturers to keep abreast of equipment updates. Maintain current with industry trends and updates. Identifies additional equipment, tools, specialty diagnostic devices, parts and materials which will enhance maintenance effectiveness for presentation to Facility Manager.
3. Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.
4. Provides guidance and instruction to LES Facility Maintenance personnel and other vendors/contractors in the correct operation of equipment and materials used to complete required maintenance activities, general operations, and future expansion projects.
5. Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated control devices within the FM area responsibility.
6. Contributes to the safety program of the Mission. Insures work does not present health problems or risk of injury to workers or other employees or visitors.

DESIRED QUALIFICATIONS

Education: The position requires a university or technical degree in computerized systems control and sensor technology or related engineering field. Satisfactory completion of technical training courses and on-line coursework indicating proficiency in building systems control, sensor technology, and maintenance of digital systems and equipment may be substituted for formal training if competency can be demonstrated. Completion of vendor/software developer education in the types of systems installed at Post is a plus. Competency Test to determine skill level may be required.

Prior Work Experience: Minimum of five (5) years field experience in the operation and maintenance of building computer and microprocessor control systems. The experience may have been gained as a result of performing general maintenance on computer controlled systems and equipment, however at least two (2) years must have been spent in direct maintenance of BAS specific components in a similar environment yielding a minimum of three (3) years of experience with large, modern, commercial or Government office building in operations and maintenance. Experience working with U.S. building, trade, construction, fire, and safety codes and standards are highly desirable.

Post Entry Training: Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Windows will be provided. Vendor sponsored controls training will be sought. Training plans will be coordinated and approved by the Facility Manager and Post Management. FSI (Foreign Service Institute)/On Site: PA522 - Building Automation Systems; PA523 - HVAC Building Automation; Fundamentals for Building Managers; PA524 - Electrical Power Generation for Facility Managers. Distance Learning: PA296 - How to be a Contracting Officer's Representative; PA438 - Web.PASS Work Order for Windows; and PA526 - ProjNet SM Facilitating Design and Construction Communication.

Language Proficiency: Level IV in English language, written, and spoken proficiency required. Must also have Level IV verbal and written usage of the local language in order to communicate with local contractors and other LES employees.

Knowledge: The incumbent shall possess job knowledge to include specialized computer literacy, strong math and the ability to use measurement tools. Must have an expert working knowledge of automated building mechanical and electrical control systems (system structure and design), direct digital control technology, devices and sequence of controls. Must have a thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment, be able to troubleshoot, calibrate and replace sensors, signal cabling, and sensors of HVAC equipment. An advanced knowledge of building systems and operations, mechanical principles and theories. Knowledge of normal, standby, and emergency modes of building systems is required. The successful candidate must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy/Consulate facilities. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs like AutoCAD.

Skills and Abilities: The incumbent shall have the skills and abilities in the following areas: testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate system errors. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks.

POSITION ELEMENTS

Supervision Received: Incumbent receives minimal day to day supervision from the Facility Manager.

Supervision Exercised: While the BASET will not formally supervise staff, he/she may occasionally direct NEC/NCC maintenance staff and work very closely with the controls technicians

Employee response: Drives appropriate vehicle to/from specified location.

Available Guidelines: Department of State rules and regulations including the Foreign Affairs Manual.

Exercise of Judgment: Incumbent makes routine judgment decisions when repairing or troubleshooting equipment.

Authority to Make Commitments: The BASET will not have the authority to commit USG funds other than small petty cash purchases as authorized by the Facility Manager.

Nature, Level and Purpose of Contacts: He or she interacts with technicians, supervisors, customers, and subcontractors.

Time Required to Perform Full Range of Duties after Entry into the Position: 1 year.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae; **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle Driver's License Class / Type
- M. Days available to work

- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura
Or
Email: BujumburaHR@state.gov

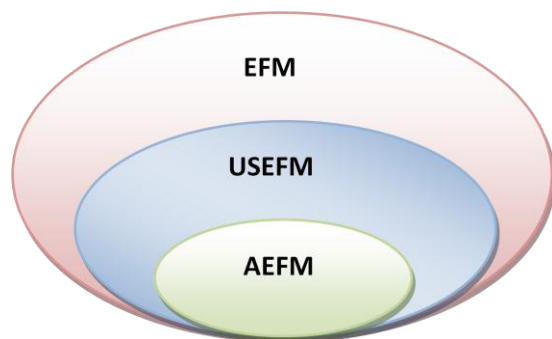
POINT OF CONTACT

Telephone: 22.207.263

CLOSING DATE FOR THIS POSITION: July 5, 2011

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).